Pangasinan State University - College of Teacher Education

OFFICE ADVISORY No. 07  
Series 2025

Date: March 19, 2025  
To: DEPARTMENT CHAIRPERSONS  
 CTE FACULTY MEMBERS  
Subject: Preparation and Submission of Instructional Materials (IMs) for Evaluation

1. In preparation for the upcoming semester, all faculty members are highly encouraged to prepare and submit instructional materials (IMs) on the course/s handled for evaluation.

2. Please be reminded of the following guidelines for the evaluation of instructional materials (IMs):  
 a. Ensure that the instructional materials are aligned with the course syllabus, learning objectives, and learning outcomes. All necessary content must be included, such as lecture notes, assessments, assignments, and other supplementary resources.  
 b. Submit printed copies of the developed IMs (2 copies per course/subject) along with the course syllabus to your respective department chairperson.  
 c. All submitted IMs will be reviewed by the designated subject expert to ensure quality and consistency with our educational standards. Feedback will be provided for editing and revision as needed.  
 d. The college evaluation committee must include the following:  
 - College Dean  
 - Department Chairperson  
 - 3 Senior Faculty  
 e. The rubric from the EOMS Evaluation form will be used to assess the content of the IMs.  
 f. Submissions must be made before the start of the first semester of S.Y. 2025-2026.

3. After the completion of the IMs evaluation, the learning materials will be forwarded to the Campus Evaluation Committee for further review.

4. The call for the evaluation of IMs adheres to the institutional educational standards and CHED guidelines, ensuring that streamlined review and approval processes are followed. This enables each program in the college to provide high-quality learning materials for students.

5. Thank you for your continued support and dedication to providing the best possible service to our CTE students.

RANDY SORIANO, PhD  
Dean, College of Teacher Education

Approved:  
RENATO E. SALCEDO, PhD, CESE  
Campus Executive Director